<u>DEPARTMENT OF ELKHART - JOB DESCRIPTION</u>

DEPARTMENT: PUBLIC WORKS & UTILITIES   POSITION: GIS Technician

CATEGORY: Salaried Max $36,700 Annually   FLSA: Exempt

REPORTS TO: Network Engineer   REVISED: 11/29/01

JOB SUMMARY:

The main purpose of this position is to lead in the updating and assist with future development of the Utilities Geographic Information System (GIS). The position will also help maintain Utility records systems and help prepare presentations. As time allows the position will also help with citywide GIS tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Correct and update current Utility GIS themes.
2. Correct and update asset management databases tied to the GIS themes.
3. Prepare updated maps for the Utilities.
4. Assist staff with GIS questions.
5. Handle special GIS projects that may include analysis and reports.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends Board of Works, Engineering, and other meetings as requested.
2. Assists Network Engineer with consultant projects.
3. Suggests projects for future funding through budget process.
4. Acts as a spokesperson to the media for the department on the GIS system with concurrence of Network Engineer.
5. Prepare activities and represent the City and Utilities on the International GIS Day.
6. Help other City Departments with GIS updating and presentations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Minimum two years experience ESRI technology.
2. Advanced training or college classes in fields related to planning, maintenance operations for utilities or municipalities.
3. Must satisfactorily complete any required ESRI authorized training.
4. Knowledge of principles and practices of GIS systems.

5. Knowledge of computer programs including ArcView, AutoCAD, Office Suite, and Access.
6. Ability to work independently.
7. Ability to communicate effectively with department employees, other departments, and the general public.
8. Ability to speak in front of groups.

PHYSICAL, MENTAL, AND VISUAL SKILLS:

1. Ability to interpret information to solve problems.
2. Ability to file information for future use.
3. Logical or scientific thinking to solve problems.
4. Perform arithmetic, algebraic, and geometric calculations.
5. Ability to compose original correspondence, follow technical manuals, and have increased contact with the public.
6. Ability to read, write, interpret, and verbally give or demonstrate work instructions.

WORKING CONDITIONS:

Incumbent will spend the majority of their time working on computers. However at times there will be some field work that may require work outside in all kinds of weather and exposure to potential dangers of traffic.

POLICY STATEMENT

The person assigned to this position is required to have the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties and responsibilities.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are intended to be an "all-inclusive" list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

EMPLOYEE_____DATE_____

APPROVED: DEPT. HEAD_____DATE_____

DIR. HUMAN RESOURCES_____DATE_____